

**DOE Quality Council  
Conference Call Minutes  
September 17, 2009**

**1. Roll Call:**

<b>Name</b>	<b>ORG</b>	<b>On Call</b>
<b>MEMBERS</b>		
Colette Broussard	HS-20	√
Gary Staffo	EE	√
Kriss Grisham	EM	
Lindsey Veas for Rick DuBose	FE	√
Timothy Fox	HS-1.2	√
Duli Agarwal	HS-20	√
Vijendra Kothari	LM	√
Joy Mroz	LM	
Laurie Morman	MA	
Sam Johnson	NA	√
Tom Williams	NA	
Thanhtran Van Ober	NA	
Carl Sykes	NE	√
Michael Ulshafer	RW	
Matt Cole	SC	
Caroline Polanish	BSO	
Ava Holland	CBFO	
Robert L Blyth	ID	
Anita B. Leivo	LASO	√
Pat Carier	ORP	
Krishna Vadlamani for Al Hawkins	RL	√
William Rowland	SRO	
John Adachi	SC-CH	
Mary Haughey	HS-23	√

**2. Approval of July 16, 2009 Minutes:**

No comments/corrections were received on the July 16, 2009 minutes; therefore, the minutes were approved.

**3. Safety or Quality Share:**

Anita Leivo discussed an S/CI issue at LANL. The ORPS report noted that while the internal LANL process did not require that the material be ordered from an approved supplier, (generally considered to be a good business practice) it did require an accompanying Certified Material Test

Report (CMTR). Unfortunately the validity of the CMTR could not be substantiated. There is a tendency across the complex to reduce costs by depending upon CMTRs versus vendor supplier audits. Just because a CMTR accompanies the item, it does not mean that the item is acceptable. The receipt and inspection teams at LANL now review more items received. Feedback is provided to the IG to see if a certain company/vendor can be identified as having a high incidence of sending out non-conformance items. Additional audits and assessments of vendors are being conducted.

#### **4. Integrated Safety Management (ISM) Champions Meeting:**

The ISM Champions meeting was in Knoxville, TN on August 24-27, 2009. The QA track was well received. Two panels were organized: (1) QA initiatives across the Department presented by representatives from EM, NA, HSS and the DNFSB staff; and (2) QA/ISM Integration. The initial feedback from the organizers is that the QA track went well and this track is expected to be included in next year's conference.

**ACTION:** Colette Broussard will share the presentations via the Quality Council website. Once the presentations are posted, the link will be distributed to all Quality Council members.

On the first day of the conference from 1:00 pm to 5:00 pm a "mini" Quality Council meeting was held. Eric Rozek gave his presentation on Commercial Grade Dedication (CGD) and agreed to re-present it at the November 2009 Annual face-to-face meeting. Other topics discussed included: agenda items for the November face-to-face meeting, potential new TPDs, and the review on external safety regulation.

#### **5. Annual Quality Council Face-to-Face Meeting**

The annual face-to-face meeting is November 3-5, 2009 in Germantown, MD. Accommodation information has been provided. Part of this meeting will be dedicated to approving TPDs and continuing work on them; brainstorming new topics for TPDs; preparing the year-end report; reporting on the status of DOE O 414.1X; presentation on CGD by Eric Rozek (DNFSB staff); presentations from various DOE organizations on their QA program progress and initiatives; and piloting the draft HQ QA training.

**ACTION:** Send Colette Broussard items for the agenda. If you are interested in presenting a summary of what QA activities your site or Program Office is doing, let Colette know so time can be allotted to you on the agenda.

**ACTION:** Colette Broussard will send an email with an invitation for participation in the annual face-to-face meeting (November 3-5, 2009) with the final draft agenda attached.

#### **6. Task Planning Documents (TPD) Status:**

- A. Survey on Quality Assurance Implementation TPD – The Survey has been sent to the Deputy Secretary for approval. He had questions about the purpose of the Survey. All questions have been addressed by HS-23. The Survey is on hold until the Deputy Secretary can be briefed.

- B. DOE QA Order Requirement Training TPD – The team developed an agenda for the draft HQ QA training. The team is meeting on September 18, 2009 to discuss the agenda and to develop an initial draft of the slides for the training..
- C. Quality Assurance Incorporation with Integrated Safety Management TPD –No one on the team was represented on the call. The TPD has not been approved yet. The draft template was presented at the ISM Champions meeting and was well received.
- D. Application of NQA-1 Part II TPD – The NNSA report has been completed and is with Sam Johnson for review. The report provides several recommendations that need to be evaluated. Now that the report has been completed, Sam Johnson will work with the TPD team to finalize the TPD for approval.

## **7. DOE O 414.X Status:**

Colette Broussard reported that the peer review comments have been combined in a matrix and resolutions have been developed. The comment resolution matrix has been distributed to the 414 team and Council members.

A matrix of the integration language for the Phase 2 Directives has been developed and sent out to the 414 team for comment. The matrix maps the QA criteria to the ISM core functions and guiding principles. The oversight Order is still in draft form so the crosswalk to the requirements in the oversight Order still needs to be completed. The ISM and oversight Orders are currently on hold. It is now expected that the RevCom review of the QA Order will occur the end of November.

**ACTION:** Colette Broussard will distribute the integration matrix to the Council members for review and comment.

## **8. Member Input or Agenda Items:**

If anyone has any agenda items or quality share they would like included for the next meeting, they should email them to Colette Broussard.

## **9. Next Conference Call:**

The next Quality Council conference call will be October 15, 2009 from 11:00 am – 12:00 pm Eastern Time. A conference call number and agenda will be distributed at least one week prior to the meeting.